

Absence Reporting

Always try to send your child to school, even if they feel a little under the weather e.g. runny nose, cough, tummy ache, headache etc. If they do not improve whilst at school, staff will take care of them and if they deem it necessary will ring a Parent and ask that the child be collected. Children must not attend school if they have an infectious illness e.g. stomach upset, Chicken Pox, Measles, Mumps etc.

If your child has a stomach upset they must not return to school until 48 hours after the last bout of illness.

For further advice on illness please refer to the document Infection Control in Schools.

If your child is absent from school for whatever reason, please contact the school office between 08:00 and 09:15 on the first day and on all subsequent days the child is away from school, telling us the nature of the absence and an estimate of when the child is likely to return.

Lateness

Lateness leads to a poor start to the day and must be avoided whenever possible. Work is missed and disruption is caused to the whole class.

Please remember:

- The gates open between 08:40 and 08:50
- All children arriving after 08:50 should be taken to the school office and the individual will be recorded as 'late' in the class register.
- Children arriving after 09:15 will be recorded as an 'unauthorised absence'.

Appointments during school time

If your child has an appointment during the school day, please send a copy of the appointment card into the school office, so that our records can be updated. **Please do not keep the child away from school for longer than the duration of the appointment.**

Holidays in term time

All holidays should be taken during school holidays. However, parents/guardians can apply to the Governors for permission to take their child/children out of school during term time. However:

- You must apply, in writing no less than 2 weeks prior to the required date.
- The application must be in the form of a request, not a statement. The Chair of Governors will consider the request taking into account all of the circumstances involved before advising the parents in writing of his decision. Permission will only be granted in the most exceptional circumstances, as prescribed by the Department of Education, Lincolnshire County Council and 'Ofsted'. **The school has only very limited discretion in relation to absences during term time.**
- Please do not book a holiday in term time until you have received permission from the Governors.
- Taking an unauthorised holiday during term time is likely to result in a fixed penalty notice being issued by L.C.C. **Parents/guardians are strongly advised to read the school's Attendance Policy below.**

Poor Attendance

The school appreciates that children miss school for a variety of perfectly valid reasons but if the number of absences in any one period gives cause for concern or if the reasons given in relation to repeated absences are unsatisfactory, the child's parents will be invited to attend a meeting with the Headteacher. The meeting will provide an opportunity to review the child's absence history and joint solutions will be explored in order to improve attendance.

If however attendance subsequently does not improve, the case will be referred to the County Council Education Welfare Officer who will investigate the matter, consulting with all parties before making a determination.

It is possible, in appropriate cases that a Fixed Penalty Notice could be issued or in extreme cases, a prosecution may be sought.

Help us to help your child/children

The Headteacher and the Governors are working hard to encourage all children to come to school as often as possible and initiatives have been introduced to motivate children and Parents alike. 'Ofsted' instruct all schools that they should achieve a 98% attendance rate. A very difficult target but even more importantly, everyone in school is aware that the loss of a single days schooling is difficult to recover.

Please help Cowbit St Mary's CofE Primary School to provide your child/children with the best and most comprehensive education possible by making sure that your child is in class.

Celebrating Good Attendance

At the end of each week, the class with the best attendance in the school is presented with a certificate. All pupils with 100% attendance receive a certificate at the end of each week. Termly and yearly awards are also presented to pupils.